



## Office of Thrift Supervision

Department of the Treasury

1700 G Street, N.W., Washington, DC 20552 • (202) 906-6000

### VACANCY ANNOUNCEMENT

Announcement #:	98-39
Opening Date:	May 4, 1998
Closing Date:	Open Until Filled
Position Title Series:	Systems Development Specialist TG-301-16
Location:	Research & Analysis Industry Analysis Washington, D.C.
Number of Vacancies:	One (Unit)
Salary Range:	\$38,506 - \$60,972
Area of Consideration:	All Sources
Sensitivity Code:	Moderate Risk

### MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent provides systems analysis, development and support of Industry Analysis' reporting systems and products. Serves as system owner of specialized reporting systems or databases. Assists in preparing material to support monitoring and analyzing the financial condition and performance of individual thrifts, groups of thrifts, and the thrift industry.

- Analyzes, designs, and builds new financial reporting systems (in mainframe, PC, or client/server environments) used to report the condition and performance of thrift institutions and their competitors. Includes system design, programming, system testing and writing documentation.
- Manages financial reporting systems or datasets and is responsible for overall reliability, quality control, system enhancements, data definitions, and system performance.
- Prepares material describing the financial condition and performance of individual thrifts, groups of thrifts, and thrift industry for distribution inside and outside of OTS.
- Develops innovative and more effective methods of presenting and explaining information and analyses to senior staff using SAS programming skills, report writing, and graphic presentation skills.
- Provides technical support to Industry Analysis staff in the use of PC and mainframe software. Provides advice on accessing IAD datasets and OTS national databases.
- Provides financial data, reports or analysis in research projects regarding the economic conditions, financial markets, competitive forces or special issues affecting the thrift industry.

## QUALIFICATIONS REQUIREMENTS:

### Education:

Degree in computer science, information science, statistics or finance with substantial course work in computer courses. Education and experience can be combined in accordance with guidance found in the OPM Qualification Standards Handbook.

### Specialized Experience:

At least 1 year of full-time specialized experience which is in or directly related to the line of work of the position and which has equipped the applicant with the particular knowledge, skills and ability to successfully perform the duties of the position. This should include experience in (1) programming at a level of complexity to design/develop specialized information systems; (2) analyzing or interpreting quantitative data; (3) serving the information/system needs of others; and (4) using PC spreadsheet, graphics, and word processing software products.

### Desirable Qualifications:

Advanced degree in related area. Experience with developing products using Microsoft Office Software.

### SELECTIVE FACTOR:

Candidate must demonstrate experience with SAS or similar statistical analysis software in developing, designing, programming, and reporting financial information systems (for mainframe or PC computers). Any candidate whose application does not indicate possession of the selective factor will not receive further consideration.

Note: Department of Treasury CTAP and federal ICTAP eligibles will be considered well qualified if they meet the selective factor and receive at least a minimum score of 90 in the evaluation process.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION

To make meaningful distinctions among qualified applications, it is important to address each of the knowledges, skills and abilities below. The weights or point values indicate the relative importance of each factor.

1. Ability to apply analytical skills to evaluate information needs of the organization, solve technical problems and recommend alternatives; and to monitor and analyze the condition, operations and risks of financial institutions (25).
2. Knowledge of SAS (or other statistical analysis software) and programming experience in developing, designing, programming, and reporting information systems (25).
3. Ability to develop and maintain PC or client server financial applications, including designing databases, reports, and data delivery systems (25).
4. Ability to communicate complex technical details, analytical methods and system objectives both orally and in writing (25).

## HOW TO APPLY:

Candidates wishing to receive consideration for this position should submit the following application materials.

1. Optional Application for Federal Employment (OF-612), a completed SF-171 or a resume. Resumes should contain the information described in the brochure, "Applying for a Federal Job" available from the Human Resources Division. If the resume does not include this information, it may be included on a supplemental attachment or OF-612.
2. A copy of the most recent performance appraisal or record, preferably completed within the last year.
3. Current or former federal employees with competitive status must submit a copy of their latest SF-50, Notification of Personnel Action, documenting their competitive status and tenure.
4. A supplemental statement addressing your knowledge, skills and abilities as related to the "Knowledge, Skills and Abilities Required" that are described on this announcement.
5. Candidates claiming veterans' preference must submit evidence of their eligibility with a DD-214, Certificate of Release or Discharge from Active Duty or SF-15, Application for 10-Point Veterans' Preference with proof of eligibility requested on the form. An applicant claiming veterans' preference who does not submit this evidence will not receive additional points for veterans' preference in the rating process.

The Defense Authorization Act of November 18, 1997 extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. The law also authorized the secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995 to a date to be determined. The award of the medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management website at [www.opm.gov](http://www.opm.gov).

6. Background Survey Questionnaire, 79-2. This information will not be forwarded to the selecting official and will be held in the strictest of confidence.
7. Federal employees seeking CTAP and ICTAP eligibility must submit proof that they meet requirements under 5CFR 330.605(a). This includes furnishing a copy of the agency notice of separation or pending separation, a copy of their most recent performance rating, and a copy of their most recent SF-50 noting current position, grade level and duty location.

NOTE: THE FOLLOWING STATEMENTS ARE APPLICABLE:

- Applications must be postmarked no later than the closing date of this announcement.
- Applicants must provide detailed evidence of possession of each of the technical qualifications and other personal characteristic requirements and show how and when they were gained.
- The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this act is available upon request.
- In accordance with 39 USC Section 415, applications will not be accepted in a postage paid agency envelope.
- Competitive status is not required if the selectee is a handicapped individual eligible for appointment under Section 213.3102(u) of Schedule A.
- Consideration will be given to appointing qualified welfare eligibles through appropriate appointing authorities.
- All status candidates wishing to be considered under both merit promotion and internal competitive procedures must submit two (2) applications. When only one (1) application is received, it will be considered under merit promotion procedures only.
- The appointee is required to provide verification of US citizenship and employment eligibility under the Immigration Reform and Control Act of 1985 (P.L. 99-603).
- Male applicants born after December 31, 1959 will be required to complete a statement for selective service registration.
- Non-status selectees will be required to serve a one year probationary period.
- Applications will be accepted from job sharing teams within the area of consideration. Each member of the team must be among the best qualified in order for the team to be selected.

APPLICATIONS SHOULD BE SENT TO:

Office of Thrift Supervision  
Human Resources Division  
1700 G Street N.W.  
Washington, D.C. 20552  
**Attention: Dee August**

For additional information, please call: (202) 906-6061  
or visit our website at [www.ots.treas.gov](http://www.ots.treas.gov)

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement		<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last name	First and middle names		<b>5</b> Social Security Number
<b>6</b> Mailing Address			<b>7</b> Phone Numbers (incl area code) Day ( ) Eve ( )
City	State	Zip Code	

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job Title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ( )
Describe your duties and accomplishments				

2) Job Title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ( )
Describe your duties and accomplishments				

**9** May we contact your current supervisor?

**YES** [ ] **NO** [ ] if we need to contact your current supervisor before making an offer, we will contact you first.

## EDUCATION

**10** Mark highest level completed. **Some HS** [ ] **HS/GED** [ ] **Associate** [ ] **Bachelor** [ ] **Master** [ ] **Doctoral** [ ]

**11** Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

**12** Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

1) Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
			Semester	Quarter		
City	State	Zip Code				
2)						
3)						

## OTHER QUALIFICATIONS

**13** **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

## GENERAL

**14** Are you a U.S. citizen? **YES** [ ] **NO** [ ] **▶** Give the country of your citizenship. \_\_\_\_\_

**15** Do you claim veterans' preference? **NO** [ ] **YES** [ ] **▶** Mark your claim of 5 or 10 points below.

**5 points** [ ] **▶** Attach your DD 214 or other proof. **10 points** [ ] **▶** Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

**16** Were you ever a federal civilian employee?

**NO** [ ] **YES** [ ] **▶** For highest civilian grade give: Series \_\_\_\_\_ Grade \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**17** Are you eligible for reinstatement based on career or career-conditional Federal status?

**NO** [ ] **YES** [ ] **▶** if requested, attach **SF 50 proof**.

## APPLICANT CERTIFICATION

**18** I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I **understand** that any information I give may be investigated.

**SIGNATURE**

**DATE SIGNED**

## GENERAL INFORMATION

You may apply for most Federal jobs with a resume, the attached Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 912-757-3000, TDD 912-744-2299, by computer modem 912-757-3100, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

## THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

## PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, The Office of Special Counsel, The Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.



***STRAIGHT TALK ON . . . The Federal Job Search  
A "3 - Step Process"***

Forget what you have heard about the complexities in finding a Federal job. We have made the process simple! Your job search for Federal career opportunities is now a "3 - Step Process".

Although the actual job search is your responsibility, the U.S. Office of Personnel Management (OPM) has developed the "Federal Employment Information Highway" to assist you along the way. The "Highway" is composed of 3 user-friendly systems that you can use to conduct your personal job search. These systems not only tell you the latest job openings, they provide job ready access to application materials, and also information on a wide range of Federal employment-related topics and programs (listings are updated daily).

Now you can perform your personal job search using your telephone, your personal computer, or by visiting our touch screen computer kiosks located in various locations nationwide.

**STEP 1: USE ANY OF THE AUTOMATED  
SYSTEMS ON THE FEDERAL EMPLOYMENT  
INFORMATION HIGHWAY**

Federal agencies list job opportunities on the Federal Employment Information Highway. Job seekers can use the "Highway" to find out about Federal career opportunities by using either of these three user-friendly systems. They are:

- OPM's Career America Connection at (912) 757-3000, TDD Service at (912) 744-2299, a telephone-based system that provides current worldwide Federal job opportunities,
- salary and employee benefits information, special recruitment messages and more. You can also record your request to have application packages, forms, and other employment related literature mailed to you. This service is available 24 hours a day, 7 days a week. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of local telephone numbers to this nationwide network.
- OPM's Federal Job Opportunities "Bulletin" Board (FJOB) at (912) 757-3100, a computer-based bulletin board system that provides current worldwide Federal job opportunities, salaries and pay rates, general and specific employment information, and more. You must have a personal computer with a modem to access this system. Many of the jobs announced on the FJOB have complete text announcements attached which can be downloaded or viewed on-line, or you may leave your name and address to have application packages and forms mailed to you. This service is available 24 hours a day, 7 days a week. You may also contact us on the Internet via Telnet at FJOB.MAIL.OPM.GOV and File Transfer Protocol at FTP.FJOB.MAIL.OPM.GOV. Information about obtaining Federal job announcement files via Internet mail should be directed to: INFO@FJOB.MAIL.OPM.GOV.
- Federal Job Information "Touch Screen" Computer, a computer-based system utilizing touch screen technology. These kiosks, located throughout the nation, in



# ***The Federal Job Search . . . A "3 - Step Process"***

OPM offices, Federal Office Buildings and other locations, allow you to access current worldwide Federal job opportunities, on-line information, and more with the touch of a finger. You can also leave a request to have application packages, forms and other employment related literature mailed to you. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of the locations of our Touch Screen Computers.

We suggest you check the "Highway" frequently, since job listings on these systems are updated daily.

## **STEP 2: OBTAIN THE VACANCY ANNOUNCEMENT**

Once you have found an opportunity that interests you, using **STEP 1**, you will need more information on the specific opportunity and appropriate application forms. You may obtain a copy of the vacancy announcement and a complete application package by leaving your name and address in one of the automated systems on the "Highway" or, when available, by downloading the actual announcement and any supplementary materials from the FJOB. The vacancy announcement is an important source of information. Most of the questions you may have will be answered as you read through the announcement. For example: closing/deadline dates for applications, specific duties of the position, whether or not a written test is required, educational requirements, duty location, salary, etc.

## **STEP 3: FOLLOW THE APPLICATION INSTRUCTIONS**

You may apply for most jobs with a resume, or the Optional Application for Federal Employment (OF-612), or any written format you choose. For jobs that are unique or filled through automated procedures, you may be given special forms and/or instructions in the job announcement.

Although the Federal Government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications. If you decide to submit any other format, other than the OF-612, (i.e., a resume), the following information must be included:

**Job Information**- Announcement number, title and grade.

**Personal Information**- Full name, mailing address (with zip code), day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held.

**Education**- High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

**Work Experience**- job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary and indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.

**Other Qualifications**- job related training courses (title and year), job related skills, job related certificates and licenses, job related honors, awards, and special accomplishments.

# RACE AND NATIONAL ORIGIN IDENTIFICATION

(Please read the instructions and Privacy Act Statement before completing form)

Agency Use Only	Name (Last, First, Middle Initial)	Social Security Number	Birthdate (Month & Year)

## Privacy Act Statement

You are requested to furnish this information under the authority of 42 U.S.C. § 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

Your furnishing this information is voluntary. Your failure to do so will have no effect on you or on your Federal employment. If you fail to provide the information, however, then

the employing agency will attempt to identify your race and national origin by visual perception.

You are requested to furnish your Social Security Number (SSN) under the authority of Executive Order 9397 (November 22, 1943). That Order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this form so that the other information you furnish on this form can be accurately included with your records. Your SSN will be used solely for that purpose. Your furnishing of your SSN is voluntary and failure to furnish it will have no effect on you; failure to provide it, however, may result in it being obtained from other agency sources

**Specific Instructions:** The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify your-

self by the category with which you most closely identify yourself. Place an "X" in the box next to the appropriate category. **NOTE:** Mark **only ONE** box.

NAME OF CATEGORY (Mark <b>ONE</b> only)	DEFINITION OF CATEGORY
<b>Categories for Use in All Jurisdictions Except Hawaii* and Puerto Rico</b>	
A <input type="checkbox"/> American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
B <input type="checkbox"/> Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C <input type="checkbox"/> Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D <input type="checkbox"/> Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E <input type="checkbox"/> White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
<b>Categories for Use in Puerto Rico</b>	
D <input type="checkbox"/> Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. Does not include persons of Portuguese culture or origin.
Y <input type="checkbox"/> Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.

United States  
OFFICE OF PERSONNEL MANAGEMENT

Form Approved  
OMB No. 50-RO-616

# BACKGROUND SURVEY QUESTIONNAIRE 79-2

## GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Name (Last, First, MI)

Position for which you are applying

Date (Month, Day, Year)

## PRIVACY ACT INFORMATION

### GENERAL

This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.

### AUTHORITY

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code

### PURPOSE AND ROUTINE USES

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, D.C. 20415.

### EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information.

**INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-570, SECTION 7 (b)**  
Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.

1. Social Security Number

2. Year of Birth

3. Do you have any Physical Disability?

(CC 1-9)

(CC 10-11)

(CC 12) 1 — Yes  
2 — No

4. How did you learn about the particular position or exam for which you are applying?  
(You may select up to three choices.)

01 — Private Information Service

02 — Magazine

03 — Newspaper

04 — Radio

05 — TV

06 — Poster

07 — Private Employment Office

08 — State Employment Office (Unemployment Office)

09 — Agency Personnel Dept. (Bulletin Board or Other Announcement)

10 — Agency or other Federal Government Recruitment at School or College

11 — Federal, State or Local Job Information Center

12 — Religious organization

13 — School or College Counselor or other official

14 — Friend or Relative Working for Agency

15 — Friend or Relative not Working for Agency

16 — Other (Specify) \_\_\_\_\_

(CC 13-14)

(CC 15-16)

(CC 17-18)

5. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

## DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

### ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

### RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race

1—American Indian or Alaskan native  
2—Asian or Pacific Islander  
3—Black 4—White 5—Other \_\_\_\_\_

(CC 19)

(Specify)

B. Sex

1—Male  
2—Female

(CC 20)

C. Ethnicity

1—Hispanic Origin  
2—Not of Hispanic Origin

(CC 21)

## FOR AGENCY USE ONLY

Date Received (Mo., Day, Yr.)

(CC 22-27)

Occupational  
Supplement Code

(CC 28-31)

Occupation  
Series Code

(CC 32-36)

Agency Code

(CC 37-40)

Location

(CC 41-44)

To Be Reproduced Locally

OPM Form 1386 (10/79)